

**RULES
OF
THE STATE BOARD OF EDUCATION**

**CHAPTER 0520-1-3
MINIMUM REQUIREMENTS FOR THE APPROVAL
OF PUBLIC SCHOOLS**

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0520-1-3-.01 APPROVAL OF SCHOOLS.

(1) Inspections of Schools.

The Department of Education shall make periodic inspections of the schools under its control. These inspections shall be made to determine the extent to which local school systems operate in compliance with State Board of Education rules and regulations and to verify the information received on reports from local school officials.

(2) Approval Classifications for School Systems.

Each school system shall be classified as approved or non-approved. School systems classified as non-approved by the Commissioner of Education shall receive a written explanation of the reasons for such classification and shall be afforded the opportunity to respond. The Commissioner's notification shall include a time by which corrective action shall be completed by the school system. If such corrective action is not taken within the time specified, the Commissioner shall impose sanctions on the school system which may include withholding part or all of state school funding to the non-approved system.

(3) Reports on School System Compliance with the Rules and Regulations.

The Department of Education shall make an annual report to the State Board of Education regarding each school system's compliance with the rules and regulations. The report shall include the approval status of each local school system, deficiencies identified by school in the approval process, an assessment of action needed to attain approval, local school system response, and sanctions imposed upon systems which do not comply.

(4) Reports on Waivers Granted by the Commissioner of Education.

The Department of Education shall make an annual report to the State Board of Education identifying waivers granted by the Commissioner of Education to local school systems. The report shall include, but shall not be limited to, the name of the system, the party requesting the waiver, the specific rule to which the waiver applies, the rationale for the waiver as presented in the waiver request, the date the waiver was approved, and the number of times the system has received a waiver for the same rule.

(5) Internal Audit.

The Department of Education shall maintain an internal audit function which shall assist the Department in the inspection of schools. Internal audit reports shall be presented to the Commissioner of Education and the State Board of Education.

(Rule 0520-1-3-.01, continued)

Authority: T.C.A. §49-1-302. **Administrative History:** Original rule certified June 10, 1974. Amendment filed July 15, 1976; effective August 16, 1976. Amendment filed February 28, 1978; effective March 30, 1978. Amendment filed October 1, 1985; effective October 31, 1985. Amendment filed May 28, 1986; effective June 27, 1986. Repeal and new rule filed March 16, 1992; effective June 29, 1992.

0520-1-3-.02 ORGANIZATION OF SCHOOLS, REQUIREMENT A.

- (1) Length of School Day for Students.
 - (a) The minimum length of the school day for students shall be 6 1/2 hours.
 - (b) School systems may provide for professional development during the school day under one of the following options:
 1. School systems. School systems which elect to extend the school day to at least seven hours for the purpose of meeting instructional time requirements missed due to dangerous or extreme weather conditions, may allocate a portion of that extension for the purpose of faculty professional development, M-team meetings, S-team meetings, parent/teacher conferences, or other similar meetings, as permitted in TCA 49-6-3004(e)(1), under the following conditions:
 - (i) Prior to the beginning of the school year, the school system shall designate how many days shall be allocated for dangerous or extreme weather conditions and how many shall be allocated for student dismissals for faculty professional development, M-team meetings, S-team meetings, parent/teacher conferences, or other similar meetings. The total number of days shall not exceed 13.
 - (ii) Faculty professional development shall be consistent with standards and guidelines established by the State Board of Education.
 - (iii) School systems shall submit their plans for the allocation of excess time to the Commissioner of Education for approval.
 2. Schools. School systems may adopt policies providing for individual schools to have school days of at least 7 hours in order to accumulate instructional time to be used for periodic early student dismissals for the purpose of faculty professional development. The following conditions shall apply to school systems exercising this option:
 - (i) Early dismissals shall not exceed the equivalent of 13 days and shall not exceed 3 1/2 hours in any week.
 - (ii) Students shall attend school 180 days.
 - (iii) Faculty professional development shall be consistent with standards and guidelines established by the State Board of Education.
 - (c) Double sessions in any kindergarten program are permitted only if each session is at least four hours in length.
 - (d) If one individual teaches kindergarten more than one session per day, the total number of students taught by that teacher in one day shall not exceed the number otherwise permitted by T.C.A. Section 49-1-104 for one kindergarten class.

(Rule 0520-1-3-.02, continued)

Authority: T.C.A. §§49-1-302 and 49-6-3004. **Administrative History:** Original rule certified June 10, 1974. Amendment filed July 15, 1976; effective August 16, 1976. Amendment filed February 28, 1978; effective March 30, 1978. Amendment filed January 9, 1979; effective February 23, 1979. Amendment and new rule filed October 15, 1979; effective January 8, 1980. Amendment filed April 14, 1980; effective May 28, 1980. Amendment filed November 13, 1981; effective March 16, 1982. Amendment filed April 13, 1982; effective May 28, 1982. Repeal and new rule filed April 18, 1983; effective May 18, 1983. Amendment filed January 6, 1984; effective April 15, 1984. Amendment filed August 20, 1984; effective November 13, 1984. Amendment filed October 3, 1985; effective January 14, 1986. Amendment filed March 25, 1986; effective June 14, 1986. Amendment filed May 28, 1986; effective June 27, 1986. Amendment filed July 10, 1986; effective October 29, 1986. Amendment filed October 29, 1986; effective December 13, 1986. Amendment filed July 22, 1987; effective October 28, 1987. Amendment filed November 18, 1987; effective February 28, 1988. Amendment filed July 21, 1988; effective October 29, 1988. Repeal and new rule filed March 16, 1992; effective June 29, 1992. Amendment filed November 3, 1993; effective March 30, 1994. Amendment filed March 14, 1995; effective July 28, 1995. Amendment filed April 29, 1996; effective August 28, 1996.

0520-1-3-.03 ADMINISTRATION OF SCHOOLS, REQUIREMENT B.

- (1) Teacher Assignment. Teachers shall be on duty at least seven hours per day and such additional time as the administrative organization requires.
- (2) Salaries and Licensure for all Licensed Personnel.
 - (a) The employment standards and licensure requirements established by the State Board of Education shall be applicable to all licensed personnel employed by a local board of education without regard to the source of financial support.
 - (b) A salary schedule applicable to all licensed personnel shall be approved by the local board of education.
- (3) Class Size for Grades K-12.
 - (a) Local boards of education shall have policies providing for class sizes in grades K-12 in accordance with the following:

Grade Level	Average Class Size	Maximum Class Size
K-3	20	25
4-6	25	30
7-12	30	35
Vocational Education	20	25

- (b) The average class size for a grade level unit (such as the unit K-3) shall not exceed the stated average, although individual classes within that grade level unit may exceed the average.
- (c) No class shall exceed the prescribed maximum size.
- (d) The average class size and the maximum class size shall be based on regular classroom teaching positions, exclusive of principal, assistant principal, counselor, elementary art, elementary music, elementary physical education, librarian, special education, or other specialized positions.
- (e) Class size limits may be exceeded in such areas as typewriting and instrumental and vocal music classes, provided that the effectiveness of the instructional program in these areas is not impaired.

(Rule 0520-1-3-.03, continued)

- (f) Local school systems shall not establish split-grade classes for the purpose of complying with the provisions of the class size averages and maximums. However, these provisions do not prevent school systems from using multi-aged classes.
 - (g) Local boards of education must approve the establishment of any split-grade classes for any purpose.
 - (h) The average class size specified for the grade levels involved in split-grade classes will be the maximum size allowed in such classes.
- (4) Planning Time
 - (a) Local boards of education shall provide full-time classroom teachers in grades kindergarten through 12 with duty-free planning periods during the established instructional day.
 - (b) Planning time shall consist of 2½ hours each week during which teachers have no other assigned duties or responsibilities other than planning for instruction. The 2½ hours may be divided on a daily or other basis.
 - (c) Duty-free planning time shall not occur during any period that teachers are entitled to duty-free lunch.
 - (d) Any school system which is providing a duty-free planning period by extending the school day by 30 minutes as of the beginning of the 2000-01 school year may continue such practice and satisfy the planning time requirements.
 - (e) The director of schools shall report annually to the department of education regarding compliance with the duty-free planning time requirement.
- (5) Duty Free Lunch Period. In schools providing a lunch period for students, all teachers shall be provided each day with a lunch period during which they shall not have assigned duties. The lunch period for each teacher shall be at least the same amount of time as that allowed for students.
- (6) Pupil Course Work Load. All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum of five units of credit for graduation per year. Students with hardships and gifted students may appeal this requirement to the local school superintendent and then to the local board of education.
- (7) Summer Schools.
 - (a) Summer schools shall be under the control and management of the local board of education having jurisdiction.
 - (b) The following shall be required for grades 9 through 12:
 - 1. A minimum of 133 contact hours shall be required in order to earn one unit of credit.
 - 2. State curriculum frameworks shall be used for all courses.
 - 3. Summer school teachers shall be licensed and hold endorsements in the subject areas in which they are teaching.
- (8) Correspondence Work. Local boards of education may adopt policies permitting students to pursue correspondence courses for credit for graduation provided that a final examination covering all the terminal objectives of the particular state curriculum framework is given.

(Rule 0520-1-3-.03, continued)

- (9) Student Evaluation in Grades Kindergarten through grade 8.
 - (a) The student evaluation program for grades kindergarten through grade 8 shall consist of the following:
 - 1. A norm referenced test in grades 3 through 8 in reading, language, mathematics, science, and social studies.
 - 2. A criterion referenced test in grades 3, 5 and 8 in reading, language, and mathematics in 2003. In subsequent years, the criterion referenced test will be administered in subjects and grade levels in accordance with policy of the State Board of Education.
 - 3. An assessment of writing in grades 5 and 8.
 - (b) Each student's test data and the student's answer documents, including the test booklets for students using the large-print or Braille editions, will be maintained for a period of one year following test administration. Following this one-year period, individual student test data will then be preserved on storage media.
 - (c) State mandated student testing programs shall be undertaken in accordance with procedures published by the Department of Education. Local school systems shall develop local policies regarding security of test administration, consistent with Department of Education guidelines.
- (10) Admission and Enrollment of Students.
 - (a) A child entering kindergarten shall be no less than five years of age on or before September 30. However, a child does not have to enroll in school at five years of age, but enrollment must occur no later than the child's sixth birthday.
 - (b) Any transfer student applying for admission who was legally enrolled in an approved kindergarten in another state and who will be five years of age no later than December 31 of the current school year, shall be enrolled.
 - (c) A child must attend school until his/her 18th birthday unless:
 - 1. He or she has received a diploma or other certificate of completion of high school;
 - 2. He or she is enrolled in a course of instruction leading to a GED; or
 - 3. He or she is enrolled in a home school and has reached their 17th birthday.
- (11) Students Transferring From One School To Another.
 - (a) Students may transfer among public schools or among Category I, II, or III private schools (see Chapter 0520-7-2), without loss of credit for completed work. The school which the student leaves must supply a properly certified transcript showing the student's record of attendance, achievement, and the units of credit earned.
 - (b) Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts. Students transferring from schools which are not approved by the Tennessee State Board of Education or by comparable agencies shall be allowed credit only when they have passed comprehensive written examinations approved, administered, and graded by the principal. Student scores from a recognized standardized test may substitute for the required comprehensive written examinations.

(Rule 0520-1-3-.03, continued)

- (c) The examination administered to students in grades 1-8 shall cover only the last grade completed.
 - (d) The examinations administered to students in grades 9-12 shall cover the individual subjects appearing on the official transcripts. The examination for subjects of more than one unit need cover only the last unit completed. A student transferring from one school to another may count for graduation one-half unit of credit in courses for which a minimum of one unit is required only if the course is not offered in the school to which he or she is transferring.
 - (e) The principal is authorized to transmit transcripts of a student to any school to which the student transfers or applies for admission when the records are requested by the receiving school or institution. The parent or guardian of the student will be notified that the transcript is being sent.
 - (f) A student may transfer to a school system other than the one in which they live up to two weeks before the beginning of the school year with only the approval of the receiving board of education. If a transfer request is less than two weeks before the beginning of the school year, or is during the school year, the approval of both the sending and receiving local board of education must be obtained.
 - (g) Local boards of education may arrange for the transfer of students residing within their systems to other school systems by establishing agreements with other local boards of education for the admission or transfer of students from one school system to another.
 - (h) The receiving board of education may set a time before or during the school year after which it will not accept transfer students. The receiving board of education may charge the non-resident student tuition to attend.
 - (i) If a local board of education otherwise permits non-resident students to transfer into its schools, it may not discriminate against any students solely on the grounds of their race, sex, national origin or disability, nor may it charge such students a tuition over and above the usual tuition for non-disabled persons.
- (12) Records and Reports.
- (a) A cumulative record provided to teachers by local school systems shall be kept up to date for each student, kindergarten through grade 12, and shall remain as local school property.
 - (b) Each school shall provide for the storage and safekeeping of all records and reports.
 - (c) The maintenance, use, dissemination and confidentiality of information in school records and reports shall be governed by written policies of the local board of education.
- (13) Withholding of Student Grades for Debts Owed to the School.
- (a) Local education agencies are authorized to withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has taken property which belongs to a local education agency, or has incurred a debt to a school, until such student makes restitution in full.
 - (b) No student shall be sanctioned under the provisions of this rule when the student is deemed to be without fault for the debt owed to the local education agency or the school.

(Rule 0520-1-3-.03, continued)

- (c) Local education agencies shall afford the student and/or the student's parent the opportunity to appear and be heard if such student and/or the parent disputes the debt, the amount of the debt, or the application of sanctions.
- (14) School Fees.
- (a) Local school systems shall establish specific policies and procedures by which to waive school fees for verified students. A verified student is defined as a pupil enrolled in a public school who receives free or reduced price school lunches.
 - (b) Local school systems' policies and procedures for the waiver process and eligibility verification shall meet the following requirements:
 - 1. Local board policy will determine activities during the school day and supplies that are required for participation in courses offered for credit or grade for which the board authorizes the charging of fees. The board shall adopt a policy consistent with this rule by which to waive such fees for verified students.
 - 2. At the beginning of the school year, at the time of enrollment, and/or at the time of collecting school fees, all students and their parents or legal guardians shall be given clear and prominent written notice of the fee waiver process.
 - 3. The written notice of the fee waiver process shall include a form that parents or legal guardians shall use to request waiver of school fees and give permission for appropriate school personnel to verify their child(ren)'s status.
 - 4. If a child's parent or legal guardian gives written permission on the multi-use application approved by the U.S. Department of Agriculture and specified by the Commissioner of Education, the application for determining eligibility for free or reduced price school lunch may also be used to verify the student's eligibility status for fee waivers as required in #3, above. The signing of the waiver is not an additional requirement for participation in any of the school nutrition programs.
 - 5. The parent or legal guardian must sign the waiver of confidentiality and may limit the waiver to include only those programs to which they wish to apply.
 - 6. The parent or legal guardian of a verified student shall be given the opportunity to pay all or any portion of the school fee if they desire. However, if the child is a verified student and wishes to invoke the waiver, no fees shall be charged.
 - 7. No student shall be discriminated against because of race, sex, color, national origin, age or disability.
 - 8. No overt identification of verified students shall be made.
 - (i) Appropriate school system personnel shall distribute to classroom teachers or other school personnel responsible for collecting fees a list of students who are verified as eligible for fee waivers. Lists provided to classroom teachers or others collecting fees shall contain only the names of those verified students from whom they are responsible for collecting fees.
 - (ii) The names of verified students shall not be published, posted or announced in any manner. Any records generated under this program that identify particular children shall be maintained in strict confidence and shall not be disclosed to any

(Rule 0520-1-3-.03, continued)

other person for any purpose. Such records as are legally required for auditing must be maintained in confidence.

(c) School fees are defined as:

1. Fees for activities that occur during regular school hours, including field trips, any portion of which fall within the school day;
2. Fees for activities and supplies required to participate in all courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies;
3. Fees or tuition applicable to courses taken for credit or grade during the summer by a student; except that non-resident students regularly enrolled in another school system may be required to pay fees or tuition for such summer courses;
4. Fees required for graduation ceremonies;
5. Fees for a copy of the student's record; and
6. Refundable security deposits collected by a school for use of school property for courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies.

(d) School fees do not include:

1. Fines imposed on all students for late-returned library books; parking or other traffic fines imposed for abuse of parking privileges on school property; or reasonable charges for lost or destroyed textbooks, library books, workbooks or any other property of the school;
2. Debts incurred pursuant to Rule 0520-1-3-.03(13), Withholding of Student Grades for Debts Owed to the School;
3. Refundable security deposits collected by a school for use of school property for participation in extracurricular activities;
4. Costs for extracurricular activities occurring outside the regular school day including sports, optional trips, clubs or social events; and
5. Non-resident tuition charged of all students attending a school system other than the one serving their place of residence.

(e) Local education agencies shall provide written notice to parents or legal guardians of approval or denial of requests for fee waivers. Any denial shall contain the specific grounds for denial and shall afford the parent or legal guardian the opportunity for a personal meeting with the appropriate school personnel to discuss the validity of the denial.

(f) Local education agencies shall keep copies of any forms, notices and/or instructions used by schools in the waiver of fees and shall keep records of any denials, appeals of denials, and resolution of such appeals.

(15) Student Absence in Observance of Religious Holidays.

(Rule 0520-1-3-.03, continued)

Any student who misses a class or day of school because of the observance of a day set aside as sacred by a recognized religious denomination of which the student is a member or adherent, where such religion calls for special observances of such day, shall have the absence from that school day or class excused and shall be entitled to make up any school work missed without the imposition of any penalty because of the absence.

(16) School Board and School Improvement Planning.

- (a) Each local board of education shall develop, maintain, and implement a long-range strategic plan which addresses at least a five-year period of time. The plan shall be updated every two years and include a mission statement, goals, objectives and strategies, and address the State Board of Education master plan.
- (b) Each local board of education shall have each school under its jurisdiction develop, maintain, and implement a school improvement plan. The plan shall be updated every two years and include areas such as curriculum, instruction, professional development, and community partnerships, and address the long-range strategic plan of the local board of education.

(17) Emergency Preparedness Plans.

- (a) Each local school system shall have a disaster preparedness plan to include, but not be limited to, fire, tornado, earthquake, flood, bomb threat, and armed intrusion.
- (b) Each school shall practice emergency safety procedures.
- (c) Each local education agency having jurisdiction that lies entirely or partially within 100 miles of the New Madrid Fault Line shall implement earthquake preparedness drills in each of the schools administered by such local education agency. Section 4 - Earthquake Drills of the Guidebook for Developing A School Earthquake Safety Program published by the Federal Emergency Management Agency shall serve as the model plan for local education agencies to consider when adopting plans for earthquake preparedness drills. Affected local education agencies shall review and consider the entire guidebook to assure that their schools provide the optimal safety conditions for their students.
- (d) Each school administered by a local education agency having jurisdiction that lies entirely or partially within 100 miles of the New Madrid Fault Line shall conduct at least two earthquake preparedness drills every school year. A record of the earthquake preparedness drills, including the time and date, shall be kept in the respective schools and shall be made available upon request by the Department of Education.

Authority: T.C.A. §§49-1-302, 49-1-302(a)(2) and (13), 49-6-101, 49-6-201, 49-6-3001(c) and (c)(1), 49-6-3003, 49-6-3005(a) and (a)(4), 49-6-3104, 49-6-3105, 49-6-6201, and Sections 30, 78 through 80, and 88 of Chapter 535 of the Public Acts of 1992. **Administrative History:** Original rule certified June 10, 1974. Amendment filed February 28, 1978; effective March 30, 1978. Amendment filed April 14, 1980; effective May 28, 1980. Amendment filed July 19, 1982; effective October 13, 1982. Repeal and new rule filed April 18, 1983; effective May 18, 1983. Amendment filed June 10, 1983; effective September 14, 1983. Amendment filed June 27, 1984; effective July 27, 1984. Amendment filed June 28, 1984; effective July 28, 1984. Amendment filed May 28, 1986; effective June 27, 1986. Repeal and new rule filed March 16, 1992; effective June 29, 1992. Amendment filed July 21, 1992; effective October 28, 1992. Amendment filed September 1, 1992; effective December 29, 1992. Amendment filed October 11, 1995; effective February 28, 1996. Amendment filed April 29, 1996; effective August 28, 1996. Amendment filed May 31, 1996; effective September 27, 1996. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed August 31, 2001; effective December 28, 2001. Amendment filed March 28, 2002; effective July 29, 2002. Amendment filed June 30, 2003; effective October 28, 2003.

0520-1-3-.04 EVALUATION OF LICENSED PERSONNEL, REQUIREMENT C.

- (1) Local boards of education shall develop evaluation procedures for all professional school personnel.
- (2) Annual evaluation shall be made of non-career ladder educators who have not gained tenure. Non-career ladder educators with tenure shall be evaluated twice every five years on schedules determined locally.
- (3) Nothing in this section shall be construed to prevent or limit the number or extent of evaluations of educators conducted locally for any local purpose.
- (4) Standards and procedures for the evaluation of all licensed persons employed by local education agencies may be found in Chapter 0520-2-1.
- (5) By a date to be determined each year by the State Certification Commission, each local school system shall submit to the Commissioner of Education a description of its evaluation plan and instruments as specified. After approval by the Commissioner, if the evaluation plan or instruments change, the local school system shall submit a statement regarding these changes by July 1 prior to the school year in which they are to be used.

Authority: T.C.A. §§49-1-302, 49-5-5103, and 49-5-5202. **Administrative History:** Original rule certified June 10, 1974. Amendment filed June 30, 1975; effective July 30, 1975. Amendment filed July 15, 1976; effective August 16, 1976. Amendment filed February 28, 1978; effective March 30, 1978. Amendment filed January 9, 1979; effective February 23, 1979. Amendment filed October 15, 1979; effective January 9, 1980. Amendment filed April 14, 1980; effective May 28, 1980. Amendment filed November 13, 1981; effective December 28, 1981. Amendment filed June 24, 1984; effective July 27, 1984. Amendment filed June 28, 1984; effective July 28, 1984. Amendment filed June 28, 1984; effective September 11, 1984. Amendment filed August 20, 1984; effective November 13, 1984. Amendment filed January 31, 1985; effective April 16, 1985. Amendment filed June 24, 1985; effective September 13, 1985. Amendment filed September 30, 1985; effective December 14, 1985. Amendment filed December 31, 1985; effective March 17, 1986. Amendment filed May 28, 1986; effective June 27, 1986. Amendment filed July 10, 1986; effective October 29, 1986. Amendment filed October 29, 1986; effective December 13, 1986. Amendment filed October, 15, 1986; effective January 27, 1987. Amendment filed April 24, 1987; effective June 8, 1987. Amendment filed April 18, 1988; effective July 27, 1988. Amendment filed May 13, 1988; effective August 29, 1988. Amendment filed November 22, 1988; effective February 28, 1989. Amendment filed October 31, 1989; effective January 29, 1990. Amendment filed October 12, 1990; effective January 29, 1991. Repeal and new rule filed March 16, 1992; effective June 29, 1992.

0520-1-3-.05 STATE CURRICULUM, REQUIREMENT D.

- (1) Curriculum Standards.
 - (a) The State Board of Education shall adopt curriculum standards for each subject area, grades K-12. The standards shall specify learning expectations and include performance indicators. The approved standards shall be the basis for planning instructional programs in each local school system.
 - (b) Adopted textbooks shall be aligned with state curriculum standards.
 - (c) Instruction in grades K-12 in issues of current concern such as character education, environmental education, economic education, career education, family life education, substance use and abuse, AIDS education, sexual abuse prevention, cardiopulmonary resuscitation, and safety shall be incorporated in appropriate subject areas and grade levels.
- (2) Experimental Projects and Special Courses.

(Rule 0520-1-3-.05, continued)

- (a) Local school systems may offer special courses not listed in 0520-1-3-.06 on an experimental basis. Each course must be approved in advance each year by the Commissioner of Education. After three years the course may become a permanent part of the local school program upon approval by the State Board of Education.
 - (b) The Commissioner of Education, in cooperation with the State Board of Education and local school system, shall have the authority to initiate experimental projects to determine the effectiveness of innovations in content or in the administration of instructional programs. The Commissioner of Education shall report the findings of these experimental projects to the State Board of Education on an annual basis.
- (3) Grading and Promotion.
 - (a) Each school shall evaluate and report in writing to the parent(s) or legal guardian(s) each student's progress in each subject, at least every nine weeks, in accordance with the school system's evaluation plan. A parent or legal guardian will sign or otherwise acknowledge the report and return it to the teacher. Local school systems may choose not to require parental acknowledgement of the grade report for students in grades 7-12. If parental acknowledgement is not required, schools must publish annually the dates and method of reporting student progress and must provide ample opportunities for parents to notify the school of any concerns.
 - (b) Local school systems shall develop and implement grading, promotion, and retention policies. The policies shall be communicated annually to students and parents.
- (4) Reserved.
- (5) Pre-kindergarten, Kindergarten, and Grades 1-3.
 - (a) All approved pre-kindergarten and kindergarten programs shall be child-centered, family focused, and developmentally appropriate. Pre-kindergarten programs shall be based on the early childhood education and parent involvement policy of the State Board of Education. Kindergarten programs shall be based on the state curriculum framework.
 - 1. The programs shall provide daily active learning experiences through exploration and play. Hands-on manipulation of real objects shall be emphasized in the learning experiences in preference to worksheet items.
 - 2. The programs shall provide an arrangement of the room, equipment, and materials in learning centers which facilitate both small group and individual child use. Such equipment and materials shall be appropriate in size and complexity to the age of the children.
 - 3. Assessment of pre-kindergarten and kindergarten children shall emphasize the use of observational data and other assessments that support the delivery of an individualized, developmentally appropriate program.
 - (i) Standardized or formalized testing may be administered to pre-kindergarten and kindergarten children only for the purposes of diagnosing special educational needs, developing services to support mainstreaming of children with disabilities, and/or for meeting any required federal program eligibility standards.
 - (ii) Each local school system shall adopt and implement a comprehensive developmental assessment program for kindergarten children, to be used in developing instructional programs for kindergarten children.

(Rule 0520-1-3-.05, continued)

4. Pre-kindergarten programs shall be staffed by at least one teacher for each 20 children and additional educational assistants or other personnel as are required to meet the adult/child ratio standards specified by the State Department of Human Services and administered by the State Department of Education for child care programs in schools.
 5. Pre-kindergarten programs shall use and maintain transportation services (if provided) and facilities which meet the fire, safety, and health standards specified by the State Department of Human Services and Head Start, and administered by the State Department of Education for child care programs in schools.
 - (b) The curriculum and program structure for children in pre-kindergarten, kindergarten, and grades 1-3 shall be organized to support developmentally appropriate practice and may serve children in ungraded (non-graded or multi-age) groups or classes. Ungraded programs may also be developed in other grades.
 - (c) A Montessori kindergarten program may be approved if it meets all state requirements for approval as a public school except that compliance of its teachers with the standards and requirements of the Montessori Accreditation Council for Teacher Education (MACTE) and completion of a baccalaureate degree shall satisfy teacher employment standards for teaching in Montessori kindergartens: however, compliance with MACTE standards shall not satisfy employment standards for teaching in public schools.
- (6) Areas of Instruction.
- (a) Language Arts.
 1. Grades K-8.
 - (i) The language arts program, provided annually, shall be based on state curriculum standards and shall be developmentally appropriate with instruction focusing on receptive and expressive language skills.
 - (ii) Students whose first language is not English and who are identified as limited English proficient shall be provided with English instruction especially designed for speakers of other languages.
 2. Grades 9-12.
 - (i) Four units of credit in English language arts shall be required for graduation. Literature shall be drawn from diverse cultures.
 - (ii) Courses in speech, journalism, competency English, and creative writing may be taken for elective credit but will not satisfy the four units of English language arts required for graduation.
 - (iii) Students whose first language is not English and who are identified as limited English proficient shall be provided with English instruction especially designed for speakers of other languages. These courses may be used to satisfy the English language requirement for graduation, not to exceed two units.
 3. Foreign Languages.
 - (i) Grades K-8. Foreign language instruction may be incorporated into the curriculum.

(Rule 0520-1-3-.05, continued)

- (ii) Grades 9-12. Students who elect the university preparation curriculum shall complete two units in any one foreign language.
 - (iii) School systems may allow students who are native speakers of languages other than English to complete the graduation requirements for the university preparation curriculum without taking foreign language courses provided oral and written proficiency in the native language can be documented. Such documented native language proficiency will be noted on the Tennessee high school transcript.
- (b) Mathematics.
 - 1. Grades K-8. The mathematics program, provided annually, shall be based on state curriculum standards and shall be developmentally appropriate, with instruction focusing on the use of manipulatives to teach mathematical language skills and concepts.
 - 2. Grades 9-12. Three units of credit in mathematics shall be required for graduation. Students shall be required to achieve, by the time they graduate, at least one of the following: Algebra I, Math for Technology II, or the equivalent in an integrated curriculum incorporating National Council of Teachers of Mathematics (NCTM) standards. The State Department of Education shall determine equivalency. Calculators shall be provided for use in all mathematics courses.
- (c) Science.
 - 1. Grades K-8. The science program, provided annually, shall be based on state curriculum standards and shall be developmentally appropriate, with instruction focusing on laboratory experiences.
 - 2. Grades 9-12. Three units of science shall be required for graduation. One unit shall be drawn from the physical sciences and one unit shall be drawn from the life sciences. All science courses shall include laboratory experiences.
- (d) Social Studies.
 - 1. Grades K-8. The social studies program, provided annually, shall be based on state curriculum standards and shall be developmentally appropriate, with instruction focusing on experiences to enable students to learn about themselves and others in the community, state, nation and world.
 - 2. Grades 9-12. The social studies curriculum shall consist of three units and shall include United States history, world history/world geography, economics, and government. The requirement may be met either by combining these subjects or by separate courses.
 - 3. The curriculum shall include African American history and culture.
 - 4. All social studies programs shall include a multi-cultural perspective.
- (e) Health, Physical Education, and Wellness.
 - 1. Health and Physical Education, Grades K-8. The health education and physical education programs, provided annually, shall be based on state curriculum standards and shall be developmentally appropriate with instruction focusing on activities which will promote good health habits and enhance physical fitness.
 - 2. Wellness, Grades 9-12.

(Rule 0520-1-3-.05, continued)

- (i) Students shall complete 1 unit of wellness. The program shall be based on the state curriculum standards and shall integrate concepts from the areas of health and physical fitness.
 - (ii) Participation in marching band and interscholastic athletics shall not be substituted for this requirement. Credit earned in two years of JROTC may be substituted for the wellness requirement provided the local board of education has complied with the requirements of the State Board of Education.
 - (iii) Participation in marching band and interscholastic athletics shall not be substituted for the wellness requirement. Credit earned in two years of JROTC may be substituted for the wellness requirement provided the local board of education has complied with requirements of the State Board of Education.
- 3. For pupils who have physical disabilities, the physical education program shall be modified based on the annual written recommendation of a physician. The statement of the physician shall indicate the type of disability and include a recommended activity program.
- (f) Automobile Driver Education, Grades 9-12.
 - 1. Driver education, when offered, must follow the guidelines of the state curriculum standards. The course shall be a one-half unit elective and shall include not fewer than 30 class hours of instruction and six hours of experience behind the wheel. Students shall be permitted to enroll in the program when they have reached the age of 15 years.
- (g) Fine Arts. Students who elect the university preparation curriculum shall complete 1 unit of fine arts.
 - 1. Visual Arts. Grades K-12. The visual art program shall be based on the state curriculum standards and shall be developmentally appropriate with instruction focusing on activities relating to appreciation and production.
 - 2. Music. Grades K-12. The music program shall be based on the state curriculum standards and shall be developmentally appropriate with instruction focusing on activities relating to appreciation and production.
 - 3. Theatre Arts. Grades K-12. The theatre arts program shall be based on the state curriculum standards and shall be developmentally appropriate with instruction focusing on activities relating to appreciation and production.
 - 4. Dance. Grades K-12. The dance program shall be based on the state curriculum standards and shall be developmentally appropriate with instruction focusing on activities relating to appreciation and production.
 - 5. Fine Arts. Grades K-8. The visual arts and music programs, provided annually, shall be based on state curriculum standards and shall be developmentally appropriate. Instruction in theater arts and dance may be incorporated into the curriculum consistent with state curriculum standards
- (h) General Education Exploratory Courses. Grades 6-12.

Classes in business education, general agriculture, general home economics and technology education may be offered.

(Rule 0520-1-3-.05, continued)

- (i) Computer Technology.
 - 1. Grades K-8. The computer technology program shall be based on the state curriculum standards and shall be developmentally appropriate, with instruction focusing on computer literacy and the use of the computer as a productivity tool.
 - 2. Grades 9-12. Classes in computer technology and computer language may be offered.
 - 3. School systems shall verify, beginning September 1, 1994, that all graduating seniors have had the equivalent of at least one year (180 hours) of computer education during their K-12 tenure. Students who transfer from another state during their senior year are exempt from this requirement.
- (j) Vocational-Technical Education.
 - 1. Grades K-8. Classes in vocational-technical education may be offered and shall be based on the state curriculum standards.
 - 2. Grades 9-12. Students who elect the technical preparation curriculum shall complete a four-unit program of study focusing on a particular technical area.
- (7) Curriculum for Children with Disabilities.
 - (a) The curriculum for children with disabilities shall be an integral part of the general curriculum of the school. Provision shall be made for instruction in all instructional areas with changes and adaptations, within and/or outside of the regular instructional program, to meet the abilities and needs of the individual child.
 - (b) An Individualized Educational Program (IEP) shall be designed for every eligible child. An IEP is a written plan for each eligible child, developed in a multidisciplinary team meeting in accordance with the requirements in 0520-1-3-.09.

Authority: T.C.A. §§37-1-603, 49-1-204, 49-1-302, 49-1-404, 49-6-101, 49-6-20 9(d), 49-6-1003, 49-6-1005, 49-6-1006, 49-6-1007, 49-6-1008, 49-6-1202, 49-6-1203, 49-6-1204, 49-6-1205, 49-6-1302, 49-6-2202, 49-6-2203, and 49-6-3001(c)(3)(A). **Administrative History:** Original rule certified June 10, 1974. Amendment filed June 30, 1975; effective July 30, 1975. Amendment filed July 15, 1976; effective August 16, 1976. Amendment filed October 3, 1985; effective January 14, 1986. Amendment filed January 17, 1986; effective April 15, 1986. Amendment filed May 28, 1986; effective June 27, 1986. Amendment filed August 26, 1986; effective November 29, 1986. Repeal and new rule filed March 16, 1992; effective June 29, 1992. Amendment filed April 28, 1992; effective July 29, 1992. Amendment filed September 1, 1992; effective December 29, 1992. Amendment filed January 21, 1994; effective May 31, 1994. Amendment filed April 29, 1996; effective August 28, 1996. Amendment filed January 14, 1997; effective May 30, 1997. Amendment filed April 27, 1998; effective August 28, 1998. Amendment filed July 13, 1998; effective November 27, 1998. Amendment filed November 18, 1999; effective March 30, 1999. Amendment filed April 28, 2000; effective August 28, 2000. Amendment filed October 31, 2002; effective February 28, 2003. Amendment filed March 31, 2003; effective July 29, 2003. Amendment filed June 30, 2003; effective October 28, 2003.

0520-1-3-.06 GRADUATION, REQUIREMENT E.

- (1) Graduation Requirements.
 - (a) High School Diploma, High School Certificate, and Special Education Diploma.

(Rule 0520-1-3-.06, continued)

1. The high school diploma will be awarded to students who (1) earn the specified 20 units of credit or satisfactorily complete an individualized educational program, (2) meet competency test or gateway examination standards, and (3) have satisfactory records of attendance and conduct.
2. The high school certificate may be awarded to students who have earned the specified 20 units of credit and who have satisfactory records of attendance and conduct, but who have not met competency test or gateway examination standards.
3. The special education diploma will be awarded to students who have satisfactorily completed an individualized education program, and who have satisfactory records of attendance and conduct, but who have not met competency test or gateway examination standards

(b) High School Diploma.

1. The following 20 units shall be required for graduation for students who enter the 9th grade in 1994-95 and thereafter; students shall complete the core curriculum plus either the university preparation curriculum or the technical preparation curriculum.

<u>Core Curriculum</u>	<u>Units</u>
English Language Arts	4
Mathematics*	3
Science**	3
Social Studies***	3
Wellness.....	1
Total.....	14

* Students who enter 9th grade in 1994-95 and thereafter shall be required to achieve, by the time they graduate, at least one of the following: Algebra I, Math for Technology II, or Integrated Mathematics I.

** One of the three science courses for students who enter 9th grade in 2001-02 and thereafter must be Biology I, Biology for Technology, or the equivalent in an integrated curriculum.

***The social studies curriculum shall include United States history, world history/world geography, economics, and government.

<u>University Preparation Curriculum</u>	<u>Units</u>
Foreign Language	2
Fine Arts	1
Electives.....	3
Total.....	6

<u>Technical Preparation Curriculum</u>	<u>Units</u>
Program of study focusing on a particular technical area	4
Electives.....	2
Total.....	6

(Rule 0520-1-3-.06, continued)

2. Students who have taken the equivalent of high school level courses may meet course requirements in accordance with local board of education policies permitting credit by examination.
- (c) Graduation with Honors.
1. Students who graduate with a high school diploma may graduate with honors if they complete the core curriculum and either the university preparation curriculum or the technical preparation curriculum. School systems may specify additional requirements, such as requiring students to demonstrate performance of distinction in one or more areas.
 2. Students must achieve an overall grade point average of 3.0 or higher on a 4.0 scale.
- (d) Examinations.
1. Competency test. A competency test shall be administered to all high school students. Achieving minimum standards on all required subtests shall constitute one requirement for graduation with a high school diploma and graduation with honors. The test shall first be administered to students in the ninth grade. Students who fail to meet the minimum standards on any subtest shall be given the opportunity to be retested during any of the regularly scheduled administrations of the test. A student shall not be required to be retested on any subtest for which minimum standards on the competency test, proficiency test, or the competency/proficiency screening were previously achieved.
 - (i) Students must meet a minimum standard of 70% of the test items answered correctly on each of two subtests: one subtest to test competency in mathematics and one subtest to test competency in language arts.
 - (ii) Each local education agency shall provide research based academic interventions and require participation of students who have not met the minimum standard on either section of the competency test. At least one intervention must be offered during the regular school day. All interventions shall be designed to meet the individual student's needs and shall be conducted by a teacher endorsed in the subject area.
 - (iii) Any student who previously received a special education diploma or a high school certificate regardless of the date of issuance may, at any time during a regularly scheduled administration of the competency test, take the competency test and upon passing the test be awarded a high school diploma.
 2. Gateway examinations. Achieving minimum standards on three gateway examinations in mathematics, English language arts, and science shall constitute one requirement for graduation with a high school diploma and graduation with honors for students who enter the 9th grade in 2001-2002 and thereafter. Students who fail to meet the minimum standard on any gateway examination shall be given the opportunity to be retested during any of the regularly scheduled administrations of the examination. A student shall not be required to be retested on any gateway examination for which the minimum standard was previously achieved.
 - (i) Students must meet minimum standards for the gateway examinations as determined by the State Board of Education in mathematics, English language arts, and science.

(Rule 0520-1-3-.06, continued)

- (ii) Course work should be structured and scheduled to ensure that all students are successful. However, each local education agency shall provide research based academic interventions and require participation of students who have not met the minimum standard on any gateway examination. At least one intervention must be offered during the regular school day. All interventions shall be designed to meet the individual student's needs, not simply repeating the course, and shall be conducted by a teacher endorsed in the subject area.
 - (iii) Any student who previously received a special education diploma or a high school certificate regardless of the date of issuance may, at any time during a regularly scheduled administration of the gateway examinations, take the gateway examinations and upon passing the exams be awarded a high school diploma.
 - (iv) Students who entered high school prior to or during the 2000-2001 school year may fulfill this requirement by meeting the minimum standards on the competency test until September 1, 2004, after which time the competency test will no longer be administered.
- 3. Optional exit examinations. Prior to graduation, all students shall have the opportunity to take an optional exit examination. No minimum score shall be required for this examination.
- (e) Academic Program. The following is a listing of courses which may be offered for credit in grades 9-12.
 - 1. Automobile Driver Education
 - 2. Reserved
 - 3. Computer Technology
 - (i) Personal Computing
 - (ii) BASIC
 - (iii) Pascal
 - (iv) FORTRAN
 - (v) C
 - (vi) C++
 - (vii) Advanced Placement Computer Science
 - (viii) Computer Productivity Applications
 - (ix) Interactive Multimedia Design
 - (x) Adventures in Computing
 - 4. Visual and Performing Arts
 - (i) General Music
 - (ii) Instrumental Music I, II, III, IV
 - (iii) Vocal/Choral Music I, II, III, IV
 - (iv) Class Piano I, II, III, IV
 - (v) Music History
 - (vi) Music Theory
 - (vii) Visual Art I, II, III, IV
 - (viii) Visual Art History
 - (ix) Dance I, II, III, IV
 - (x) Theater I, II, III, IV
 - (xi) Advanced Placement Music Theory

(Rule 0520-1-3-.06, continued)

- (xii) Advanced Placement Art History
 - (xiii) Advanced Placement Studio Art
- 5. General Education Exploratory
 - (i) General Agriculture
 - (ii) General Home Economics
- 6. Health, Physical Education, and Wellness
 - (i) Physical Education
 - (ii) Health Education
 - (iii) Wellness
- 7. Language Arts
 - (i) English Language Arts I, II, III, IV
 - (ii) Applied Communication*
 - (iii) Advanced Placement English**
 - (iv) Speech
 - (v) Journalism
 - (vi) Competency English
 - (vii) Creative Writing
 - (viii) Latin I, II, III, IV
 - (ix) French I, II, III, IV
 - (x) German I, II, III, IV
 - (xi) Spanish I, II, III, IV
 - (xii) Russian I, II, III, IV
 - (xiii) Japanese I, II, III, IV
 - (xiv) Other Languages I, II, III, IV

* Applied Communication satisfies either the English III or the English IV credit required for graduation. The teacher shall hold an endorsement in English 7-12.

** Advanced Placement English programs of the College Board may substitute for English III or English IV.
- 8. Mathematics¹
 - (i) Traditional Mathematics Course Sequence
 - (I) Competency Mathematics²
 - (II) Foundations I, II³
 - (III) Mathematics for Technology I³
 - (IV) Algebra I⁴
 - (V) Mathematics for Technology II⁴
 - (VI) Algebra II⁵
 - (VII) Geometry⁵
 - (VIII) Advanced Algebra and Trigonometry
 - (IX) Statistics
 - (X) Discrete Mathematics with Statistics & Probability
 - (XI) PreCalculus
 - (XII) Calculus
 - (ii) Integrated Mathematics Course Sequence

(Rule 0520-1-3-.06, continued)

- (I) Competency Mathematics²
- (II) Foundations I, II³
- (III) Mathematics for Technology I³
- (IV) Integrated Mathematics I⁴
- (V) Mathematics for Technology II⁴
- (VI) Integrated Mathematics II⁵
- (VII) Integrated Mathematics III⁵
- (VIII) Advanced Algebra and Trigonometry
- (IX) Statistics
- (X) Discrete Mathematics with Statistics & Probability
- (XI) PreCalculus
- (XII) Calculus

¹ All students must earn three credits in high school mathematics.

² Competency Mathematics is a review of the K-8 mathematics content. No mathematics credit may be awarded; however, elective credit may be awarded.

³ Students may receive a maximum of two mathematics credits for courses in Foundations I, Foundations II, and Mathematics for Technology I.

⁴ In order to fulfill the mathematics requirement for graduation, students must earn credit in one of the following: Algebra I, Mathematics for Technology II, or Integrated Mathematics I. Students may receive mathematics credit in only one of the three courses.

⁵ Students in the university preparation curriculum must earn two credits in Algebra II, Geometry, or other advanced mathematics course or they must earn two credits in Integrated Mathematics II and Integrated Mathematics III.

9. JROTC Military Science*

- * Two credits of JROTC may be substituted for one credit of wellness required for graduation, provided that the local board of education has complied with the requirements of the State Board of Education. Three credits of JROTC may be substituted for one-half unit of United States Government required for graduation.

10. Science

- (i) Life Science
- (ii) Physical Science
- (iii) Biology I, II
- (iv) Human Anatomy and Physiology
- (v) Chemistry I, II
- (vi) Earth Science
- (vii) Geology
- (viii) Environmental Science
- (ix) Ecology
- (x) Physics
- (xi) Scientific Research

(Rule 0520-1-3-.06, continued)

- (xii) Advanced Placement Biology
- (xiii) Advanced Placement Chemistry
- (xiv) Advanced Placement Physics B, C
- (xv) Advanced Placement Environmental Science

11. Social Studies

- (i) United States History
- (ii) Economics*
- (iii) United States Government**
- (iv) Sociology
- (v) Psychology
- (vi) World Geography
- (vii) World History
- (viii) Contemporary Issues
- (ix) Modern History
- (x) Ancient History
- (xi) African-American History
- (xii) Advanced Placement United States History
- (xiii) Advanced Placement European History
- (xiv) Advanced Placement World History
- (xv) Advanced Placement Economics
- (xvi) Advanced Placement Government and Politics
- (xvii) Advanced Placement Human Geography

* The economics requirement for graduation may be satisfied by business economics, international business/marketing, one-half credit in marketing education, or out-of-school experiences through Junior Achievement.

** The United States government requirement for graduation may be satisfied by one semester of American business/legal systems or by three years of JROTC.

12. Service Learning

- (i) Success Skills for Service Learning

(f) Vocational Program. The following is a listing of courses which may be offered for credit in grades 9-12.

1. Agricultural Education*

- (i) Agriscience**
- (ii) Fundamentals of Agriculture
- (iii) Advanced Principles of Agriculture
- (iv) Greenhouse Management
- (v) Turfgrass Management
- (vi) Nursery Production
- (vii) Floral Design
- (viii) Exterior/Interior Landscaping
- (ix) Hydroponics
- (x) Aquaculture
- (xi) Horticulture Technology
- (xii) Horse Science
- (xiii) Small Animal Care
- (xiv) Livestock Management

(Rule 0520-1-3-.06, continued)

- (xv) Principles of Veterinary Science
 - (xvi) Forestry
 - (xvii) Wildlife Management
 - (xviii) Soil and Land Management
 - (xix) Crop Science
 - (xx) Agricultural Power and Equipment
 - (xxi) Agricultural Mechanics and Maintenance
 - (xxii) Principles of Agricultural Engineering
 - (xxiii) Leadership
 - (xxiv) Agricultural Sales and Service
 - (xxv) Agricultural Business/Economics
- * A student who completes an approved supervised occupational education program consisting of at least 180 hours will be given one-half credit as an out-of-school experience.
- ** Agriscience satisfies one credit of life science laboratory credit required for graduation or it may be awarded for one vocational credit.

2. Health Sciences Education

- (i) Health Science Education*
 - (ii) Anatomy and Physiology**
 - (iii) Medical Therapeutics
 - (iv) Nursing Education
 - (v) Rehabilitative Therapies
 - (vi) Emergency Medical Services
 - (vii) Health Management
 - (viii) Environmental Services
 - (ix) Diagnostic Medicine
 - (x) Clinical Internship
 - (xi) Cooperative Education
- * Completion of two semesters may be used to satisfy one of the following:
- One credit of social studies(1/2 credit of psychology and 1/2 credit of sociology)
 - One vocational credit
- ** Physiology satisfies one of the science credits required for graduation or it may be offered for one vocational credit

3. Family and Consumer Sciences Education

(Rule 0520-1-3-.06, continued)

(i) Family and Consumer Sciences

- (I) Teen Living*
- (II) Family and Consumer Sciences
- (III) Adult Living
- (IV) Family and Parenting Education
- (V) Child Development
- (VI) Nutrition and Foods
- (VII) Nutrition Science**
- (VIII) Textiles and Apparel
- (IX) Housing and Interior Design
- (X) Consumer Economics***
- (XI) Interpersonal Communications
- (XII) Career Connections

* Teen Living standards are applicable to grades 5 through 8

** Nutrition Science satisfies either one credit of life science (if team taught with a biology teacher) or one credit of physical science (if team taught with a chemistry teacher) required for graduation.

*** Consumer Economics satisfies one-half credit in economics required for graduation.

(ii) Occupational Education

- (I) Foundations of the Hospitality Industry
- (II) Culinary Arts I, II, and III
- (III) Early Childhood Education Careers I, II, and III

4. Marketing Education*

- (i) Marketing & Management I – Principles
- (ii) Marketing & Management II – Advanced Strategies
- (iii) Financial Services Marketing
- (iv) Entrepreneurship
- (v) Services Marketing
- (vi) Marketing Information Management
- (vii) Retail Operations
- (viii) Technology in Marketing
- (ix) Advertising & Public Relations
- (x) Organizational Leadership
- (xi) Sales Management
- (xii) Sports and Entertainment Marketing
- (xiii) Wholesale Operations
- (xiv) International Business & Marketing
- (xv) Exploration of Marketing & Management
- (xvi) Foundations of the Hospitality Industry
- (xvii) Travel & Tourism Operations
- (xviii) Lodging Operations

* Completion of one-half credit in marketing education satisfies the economics requirement for graduation.

5. Business and Information Technology

- (i) Computer Productivity Applications

(Rule 0520-1-3-.06, continued)

- (ii) Accounting I
- (iii) Accounting II
- (iv) American Business/Legal Systems*
- (v) Principles of Business
- (vi) Financial Planning
- (vii) Business Economics**
- (viii) Programming Applications
- (ix) Keyboarding
- (x) International Business/Marketing**
- (xi) Internet Navigation Communication Systems
- (xii) Management
- (xiii) Keyboarding Applications
- (xiv) Document Creation Design
- (xv) Automated Accounting
- (xvi) Spreadsheet Applications
- (xvii) Information Management Systems
- (xviii) Database Design/Management
- (xix) Administrative Management Systems
- (xx) Desktop Publishing
- (xxi) Electronic Commerce/Web Page Design
- (xxii) Networking Essentials

* American Business/Legal Systems satisfies one-half credit in Government.

** Business Economics or International Business/Marketing satisfy one-half credit in economics.

6. Technology Education

- (i) Foundations of Technology*
- (ii) Innovations and Inventions
- (iii) Diversified Technology I and II

* Foundations of technology is applicable to grades 5 through 8.

7. Technology Preparation

- (i) Principles of Technology I*
Principles of Technology II**
- (ii) Math for Technology I, II***
- (iii) Applied Communication/English III or IV****
- (iv) Biology for Technology*****

* This course satisfies one of the physical science credits required for graduation or it may be offered for one vocational credit.

** This course satisfies one science credit required for graduation. The completion of Principles of Technology I and II is equivalent to Physics I.

*** These courses satisfy two of the mathematics credits required for graduation.

(Rule 0520-1-3-.06, continued)

***** This course satisfies the English III or English IV credit required for graduation.
The teacher shall have an endorsement in English 7-12.

***** This course satisfies one of the life science credits required for graduation.

8. Trade and Industrial Education

(i) Career Management Success

(ii) Transportation Service Technology

- (I) Transportation Core
- (II) Aviation Maintenance I and II
- (III) Introduction to Aerospace
- (IV) Theory of Flight
- (V) Automotive: Brake Systems
- (VI) Automotive: Electronics Systems
- (VII) Automotive: Suspension and Steering
- (VIII) Automotive: Engine Repair
- (IX) Collision Repair: Non Structural
- (X) Collision Repair: Structural
- (XI) Collision Repair: Painting and Refinishing
- (XII) Diesel: Brake Systems
- (XIII) Diesel: Preventive Maintenance
- (XIV) Diesel: Suspension and Steering
- (XV) Diesel: Electronics
- (XVI) Diesel: Engine
- (XVII) Leisure Craft: Systems
- (XVIII) Leisure Craft: Engine Performance

(iii) Construction Technology

- (I) Construction Core
- (II) Engineering Design/Computer-Aided Design (CAD)
- (III) Carpentry I and II
- (IV) Concrete I and II
- (V) Masonry I and II
- (VI) Electrical I and II
- (VII) Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) I and II
- (VIII) Plumbing I and II
- (IX) Principles of Welding
- (X) Welding Applications

(iv) Arts and Communication Technology

- (I) Visual Art and Design
- (II) Graphic Communications
- (III) Graphic Communications Production
- (IV) Graphic Design and Digital Imaging
- (V) Media Concepts
- (VI) Electronic Media Production
- (VII) Electronic Media Management and Operations
- (VIII) Information Technology Infrastructure

(Rule 0520-1-3-.06, continued)

- (IX) Computer Architecture
 - (X) Networking Architecture
 - (XI) Cabling Technology
 - (XII) Web Page Design I and II
 - (v) Manufacturing Technology
 - (I) Programming and Logic
 - (II) Principles of Manufacturing
 - (III) Principles of Machining and Manufacturing
 - (IV) Manufacturing Applications
 - (V) Digital Electronics
 - (VI) Engineering Design/Computer Aided Design (CAD)
 - (VII) Principles of Engineering
 - (VIII) Principles of Welding
 - (IX) Welding Applications
 - (vi) Human Services
 - (I) Principles of Cosmetology
 - (II) Design Principles of Cosmetology
 - (III) Chemistry of Cosmetology
 - (IV) Legal and Protective Service Careers I, II, and III
 - (vii) Hospitality and Tourism
 - (I) Foundations of the Hospitality Industry
 - (II) Culinary Arts I, II, and III
 - (viii) Cooperative Education
 - (I) Industrial Cooperative Education I and II*
 - * Industrial Cooperative Education I and II will be discontinued from course offerings effective 2003-2004
 - (g) Every local board of education shall develop a policy regarding the minimum and maximum units in any course or subject area for which a student may earn credit toward graduation.
- (2) Testing for Credit.
- (a) Local boards of education may adopt policies permitting students who are enrolled in grades 9-12 and who have taken the equivalent of high school level courses to earn unit(s) of high school credit for these courses. Students may earn credit toward graduation upon passing a comprehensive written examination in accordance with standards determined by the local board of education.
 - (b) High school credit may not be given by examination in American History.
- (3) Out-of-School and Work-Based Learning Experiences.
- (a) Local boards of education are authorized to adopt policies permitting students to earn a maximum of two high school credits for out-of-school experiences which are not work-based learning. Such policies shall conform to the Guide for Out-of-School Experiences when developed by the Department of Education and approved by the State Board of Education.

(Rule 0520-1-3-.06, continued)

- (b) Local boards of education are authorized to implement internship, clinical, cooperative education, youth apprenticeship, and registered apprenticeship programs to provide work-based learning experiences where students learn at the work site. These work-based learning experiences must be integrated with classroom instruction or the student's program of study; follow a training plan developed by employers, teachers and students; and teach all aspects of a particular industry or career.
 - (c) Local boards of education are authorized to implement programs for school-based enterprises, studios, laboratories, and service learning to provide work-based learning experiences in which students learn through work completed at the school site or in the community. These work-based learning experiences must be integrated with classroom instruction; follow a training plan developed by teachers, students, and employers when available; and teach multiple aspects of the enterprise.
 - (d) In order to assure that work-based learning experiences are of high quality, the Department of Education shall develop a Work-Based Learning Guide to be distributed to local boards of education. Prior to distribution, the Work-Based Learning Guide shall be submitted to the State Board of Education for approval; all subsequent revisions shall be approved by the State Board of Education. The Work-Based Learning Guide shall include as a minimum program components and standards; templates for a training plan and program evaluation; a legal issues guide; and requirements for safety training for students and teachers. The Work-Based Learning Guide shall also include the implementation guidelines for each work-based learning program covering the following areas:
 - 1. Program coordination
 - 2. Student selection process (if any)
 - 3. Related classroom instruction
 - 4. On-the-job supervision
 - 5. Training plan and other required documentation
 - 6. Program evaluation
- (4) Enrollment in College Level Courses.
- (a) Option #1.
 - 1. Early admission into college may be considered for a 12th grade student who has at least a 3.5 grade point average and a minimum ACT composite score of 25 (or equivalent SAT score). A student must have written endorsement from the principal, counseling staff and the participating institution of higher learning. Written agreements completed by the student and the parents must be placed on file in the office of the principal.
 - 2. The freshman course work taken at the participating institution will substitute for the courses which the student needed for graduation from high school. The high school principal will determine appropriateness of the content of these courses prior to the student's enrollment in college.
 - 3. A student will be awarded credit for the senior year after having successfully completed the freshman year in college.

(Rule 0520-1-3-.06, continued)

- (b) Option #2.
 - 1. A qualified student enrolled in the 11th or 12th grades may enroll in college level courses which are conducted at times other than the regular school day at an institution of higher education. The student may receive high school credit for participating in such courses in accordance with the policy of the local board of education. State funds to the local school system shall not be diminished because of the student's participation.
- (c) Option #3.
 - 1. Local boards of education may adopt policies providing for college level courses to be conducted during the school day on the high school campus. Such courses must be taught by licensed teachers or bona fide college instructors approved by the local school system and the postsecondary institution. These courses are to be considered a part of the school program, with content and instruction subject to the supervision of the principal of the school and the local board of education. Dual credit (high school and college) may be offered under this option.
- (5) The General Educational Development (GED) Testing Program and the Issuance of Equivalency Diplomas.
 - (a) The testing program is operated in accordance with the GED manual of the national GED office and rules established by the Department of Education.
 - (b) The chief examiners shall ensure that all examinees meet the state requirements for age, residency, proper identification and any other qualifications prior to admission to a testing session.
 - (c) A candidate must be 18 years of age before being eligible to take the GED test. A 17 year old may be allowed to take the examination upon the recommendation of the local school superintendent. The superintendent may require written documentation from the applicant to support this recommendation. This rule shall not be used to circumvent participation in the regular high school program.
 - (d) In order to pass, the average standard score on the GED test shall not be less than 45 and no score on any one component of the test battery shall be less than 35.

Authority: T.C.A. §§49-1-302. **Administrative History:** Original rule certified June 10, 1974. Amendment filed July 18, 1974; effective August 17, 1974. Amendment filed June 30, 1975; effective July 30, 1975. Amendment filed July 15, 1976; effective August 16, 1976. Amendment filed February 28, 1978; effective March 30, 1978. Amendment filed January 9, 1979; effective February 23, 1979. Amendment filed October 15, 1979; effective January 8, 1980. Amendment filed April 14, 1980; effective May 28, 1980. Amendment filed April 13, 1982; effective May 28, 1982. Amendment filed September 28, 1982; effective December 15, 1982. Amendment filed January 19, 1983; effective April 18, 1983. Amendment filed September 28, 1983; effective December 14, 1983. Amendment filed January 6, 1984; effective April 15, 1984. Amendment filed June 28, 1984; effective July 28, 1984. Amendment filed June 28, 1984; effective September 11, 1984. Amendment filed May 12, 1985; effective August 13, 1985. Amendment filed October 3, 1985; effective January 14, 1986. Amendment filed March 25, 1986; effective June 14, 1986. Amendment filed May 28, 1986; effective June 27, 1986. Amendment filed July 10, 1987; effective October 28, 1987. Amendment filed July 22, 1987; effective October 28, 1987. Amendment filed September 20, 1987; effective December 29, 1987. Amendment filed November 18, 1987; effective February 28, 1988. Amendment filed April 18, 1988; effective July 27, 1988. Amendment filed May 13, 1988; effective August 29, 1988. Amendment filed October 18, 1988; effective January 29, 1989. Amendment filed November 22, 1988; effective February 28, 1989. Amendment filed November 16, 1989; effective February 28, 1990. Amendment filed June 5, 1990; effective September 26, 1990. Amendment filed October 12, 1990; effective January 29, 1991. Repeal and new rule filed March 16, 1992; effective June 29, 1992. Amendment filed June 24, 1992; effective September 28,

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1992. Amendment filed July 21, 1992; effective October 28, 1992. Amendment filed September 1, 1992; effective December 29, 1992. Amendment filed April 14, 1993; effective July 28, 1993. Amendment filed August 10, 1993; effective December 29, 1993. Amendment filed October 28, 1993; effective March 1, 1994. Amendment filed January 21, 1994; effective May 31, 1994. Amendment filed January 31, 1995; effective May 31, 1995. Amendment filed March 27, 1995; effective July 28, 1995. Amendment filed May 31, 1996; effective September 27, 1996. Amendment filed April 27, 1998; effective August 28, 1998. Amendment filed July 13, 1998; effective November 27, 1998. Amendment filed November 18, 1999; effective March 30, 1999. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed November 30, 1999; effective March 29, 2000. Amendment filed April 28, 2000; effective August 28, 2000. Amendment filed July 31, 2000; effective November 28, 2000. Amendment filed October 31, 2000; effective February 28, 2001. Amendment filed August 31, 2001; effective December 28, 2001. Amendment filed December 31, 2001; effective April 30, 2002. Amendment filed March 28, 2002; effective July 29, 2002. Amendment filed October 31, 2002; effective February 28, 2003. Amendment filed March 31, 2003; effective July 29, 2003. Amendment filed June 30, 2003; effective October 28, 2003.

0520-1-3-.07 LIBRARY INFORMATION CENTER, REQUIREMENT F.

(1) School library information center.

- (a) All school library information centers shall serve as resources for students, teachers and community members to strengthen student learning. School library information specialists shall work closely with classroom teachers to integrate both curricular concepts and information skills that assist research and other learning activities. The collection and the services of the library information center shall adequately support the curricular priorities within the school.
- (b) School library information centers shall create an environment that allows efficient access to both print and electronic resources. Schools must be organized to allow the library program to operate a flexible schedule that allows students and teachers to access resources at the point of need.
- (c) School library information centers shall provide access to parents and community members, so that the school library information center serves as a community resource.

(2) Library Information Center Personnel

- (a) Schools including grades K-8 or any combination thereof shall provide library information personnel as follows:
 - 1. A school having a current average daily membership of 550 or more students shall have a full-time library information specialist with endorsement as a library information specialist.
 - 2. A school with a current average daily membership of 400 to 549 students shall have a half-time library information specialist with endorsement as a library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to the students in the library.
 - 3. In a school with fewer than 400 students, the principal or staff member designated by the principal, shall serve as a library information coordinator. If the library information coordinator is not present during the time that the library is open during regular school hours, the principal shall designate staff member(s) to provide supervision to students in the library.
 - 4. When a library is open outside the regularly scheduled school day and the library information specialist is not present, the principal shall designate staff member(s) to

(Rule 0520-1-3-.07, continued)

provide supervision to students in the library. School boards may develop policies regarding the appropriate use and training of volunteers.

- (b) Schools including any high school grade shall provide library information personnel as follows:
 - 1. A school with a current average daily membership of more than 300 but less than 1,500 students shall have a full-time library information specialist with endorsement as a library information specialist.
 - 2. A school with a current average daily membership of fewer than 300 students shall have a half-time library information specialist. During the time that the library is open during regular school hours and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to students in the library.
 - 3. A school with a current average daily membership of 1500 or more students shall have two full-time library information specialists, each with endorsement as a library information specialist.
 - 4. When the library is open outside the regularly scheduled school day and the library information specialist is not present, the principal shall designate staff member(s) to provide supervision to the students in the library. School boards may develop policies regarding the appropriate use and training of volunteers.

(3) Library information center collection.

- (a) Print Collection. The collection shall average at least 12 items per student in average daily membership. Pamphlets, textbooks, unbound periodicals, out-of-date items, and items in poor physical condition shall neither be counted nor reported in the total collection. The collection shall include at least one set of encyclopedia copyrighted within the last 5 years. In secondary schools, the collection shall also include an unabridged dictionary, a local newspaper, and one daily newspaper presenting news on both state and national levels.
- (b) Software Based Collection. Individual CD-ROM discs may be counted as the number of eligible hardbound units they replace. For example, one CD-ROM disc that contains the equivalent of a twenty-volume set of encyclopedias or other reference books may be counted as 20 units. A disc containing the complete works of Shakespeare equivalent to three hardbound volumes may count as three units. Such collections may count no more than 20% of the total collection.
- (c) Internet-Based Collection. Internet-based collections and subscriptions may be counted provided the following criteria are met:
 - 1. Internet-based connections in the library information center are sufficient to provide access to students at a ratio of a minimum of 100:1.
 - 2. Internet-based materials count no more than 20% of the collection or subscription requirement. Only full text may count toward the collection total.
 - 3. Internet-based materials may count up to 30% in schools in which the library media specialist has received the Tennessee Electronic Library training.

Authority: T.C.A. §§49-1-302 and 49-3-305. **Administrative History:** Original rule certified June 10, 1974. Amendment filed June 30, 1985; effective July 30, 1975. Amendment filed July 15, 1976; effective August 16, 1976. Amendment filed February 28, 1978; effective March 30, 1978. Amendment filed January 9, 1979; effective February 23, 1979. Amendment filed October 15, 1979; effective January 8, 1980. Amendment filed June 27, 1984;

(Rule 0520-1-3-.07, continued)

effective July 27, 1984. Amendment filed October 1, 1985; effective January 14, 1986. Amendment filed May 28, 1986; effective June 27, 1986. Amendment filed July 22, 1987; effective October 28, 1987. Repeal and new rule filed March 16, 1992; effective June 29, 1992. Amendment filed March 28, 2002; effective July 29, 2002.

0520-1-3-.08 PUPIL PERSONNEL SERVICES, REQUIREMENT G.

- (1) Each local board of education shall develop standards and policies for:
 - (a) Attendance Services
 - (b) Guidance Services
 - (c) School Psychological Services
 - (d) School Social Work Services
 - (e) School Health Services
- (2) The school health services program shall include but not be limited to the following:
 - (a) Each local school system shall have a written policy providing for a physical examination of every child entering school for the first time. A doctor of medicine, osteopathic physician, physician assistant, certified nurse practitioner, or a properly trained public health nurse shall perform this examination. No child shall be admitted to school without proof of immunization except those who are exempt by statute as provided in T.C.A. 49-6-5001.
 - (b) Each local school system shall have a written policy providing for a physical examination of every student participating in interscholastic athletics. A doctor of medicine, osteopathic physician, physician assistant, or certified nurse practitioner shall perform this examination.
 - (c) Each local school system shall have a written policy for excluding pupils with communicable diseases and for readmitting them following recovery. In the case of diseases (listed in Regulations Governing Communicable Diseases in Tennessee: Tennessee Department of Health) the policy shall be in accordance with the recommendations of the State Department of Health as approved by the State Commissioner of Education.
 - (d) Each local school system shall have a written policy for handling drug/alcohol problems that may arise in the schools.
 - (e) Each local school system shall develop procedures for reporting suspected cases of child abuse and neglect as provided in T.C.A. §37-1-403.
 - (f) After an offer of employment has been made to an applicant and prior to the commencement of the employment duties, each employee shall present a physician's certificate showing a satisfactory health record. Employees shall present a certificate thereafter at intervals determined by the State Department of Health and approved by the State Commissioner of Education. The provisions of this subsection shall be administered in a manner consistent with the Americans with Disabilities Act (42 U.S.C.A. § 12101 et seq) and the associated regulations (29 C.F.R. Part 1630 et seq).
 - (g) HIV, HIV-Related Illness and AIDS.
 1. All children with HIV, HIV-related illness and AIDS infection who enroll in the public school systems of Tennessee shall attend and participate in educational programs appropriate to meet medical and educational needs.

(Rule 0520-1-3-.08, continued)

2. Each local school system shall:
 - (i) Develop a comprehensive local AIDS plan which addresses appropriate education programs, confidentiality, liability, personnel, safety, curriculum, education, communications, and public relations. The plan will be developed in conjunction with public health officials based upon guidelines approved by the State Board of Education. The plan shall include a procedure for determining the appropriate educational program on a case-by-case basis for any child with HIV, HIV-related illness and AIDS infection who is determined by the evaluation team as warranting removal from the classroom.
 - (ii) Include in the AIDS plan education/training programs for all school personnel, parents, and board members; and cooperate with other community organizations and state agencies in AIDS education for all citizens.
 - (iii) Include in the AIDS plan a policy for personnel with HIV, HIV-related illness and AIDS infection. Employment conditions will be determined on a case-by-case basis. The review of individual cases will involve at a minimum the superintendent or designee, the employee's physician, and a public health official.
 3. Information including names, records, reports, and/or correspondence and any other identifying information on HIV, HIV-related illness and AIDS infection status for any individual child or adult shall be maintained in confidence.
 4. Local school systems and school personnel shall implement for all children and adults the universal precautions as defined by the State Department of Health for handling blood and other body fluids. Information about universal precautions and related safety procedures shall be distributed by the State Department of Education to all school systems and school personnel in Tennessee.
- * HIV, HIV-related illness and AIDS infection are the three terms used to denote the three medically diagnosed stages of the infection caused by Human Immunodeficiency Virus. (AIDS - Acquired Immune Deficiency Syndrome; ARC - Aids Related Complex; and HIV Infection - Human Immunodeficiency Virus antibodies detected in blood.)

Authority: T.C.A. §§49-1-302(a)(2) and (13). **Administrative History:** Original rule certified June 10, 1974. Amendment filed October 3, 1974; effective November 2, 1974. Amendment filed June 30, 1975; effective July 30, 1975. Amendment filed January 15, 1976; effective April 15, 1976. Amendment filed July 15, 1976; effective August 16, 1976. Amendment filed February 28, 1978; effective March 30, 1978. Amendment filed January 9, 1979; effective February 23, 1979. Amendment filed April 14, 1980; effective May 28, 1980. Amendment filed October 1, 1985; effective January 14, 1986. Amendment filed May 28, 1986; effective June 27, 1986. Amendment filed July 10, 1986; effective October 29, 1986. Amendment filed July 22, 1987; effective October 28, 1987. Amendment filed October 18, 1988; effective January 29, 1989. Amendment filed November 16, 1989; effective February 28, 1990. Repeal and new rule filed March 16, 1992; effective June 29, 1992. Amendment filed October 11, 1995; effective February 28, 1996. Amendment filed April 29, 1996; effective August 28, 1996. Amendment filed November 30, 1999; effective March 29, 2000. Amendment filed April 30, 2001; effective August 28, 2001.

0520-1-3-.09 SPECIAL EDUCATION PROGRAMS AND SERVICES

Authority: T.C.A. §49-10-101 et seq. **Administrative History:** Original rule filed June 10, 1974. Amendment filed October 3, 1974; effective November 2, 1974. Amendment filed June 30, 1975; effective July 30, 1975. Amendment filed January 15, 1976; effective April 15, 1976. Amendment filed July 15, 1976; effective August 16, 1976. Amendment filed February 28, 1978; effective March 30, 1978. Amendment filed January 9, 1979; effective February 23, 1979. Amendment filed April 14, 1980; effective May 28, 1980. Amendment filed June 27, 1984;

(Rule 0520-1-3-.09, continued)

effective July 27, 1984 . Amendment filed May 12, 1985; effective August 13, 1985. Amendment filed October 1, 1985; effective January 14, 1986. Amendment filed May 28, 1986; effective June 27, 1986. Amendment filed July 10, 1986; effective October 29, 1986. Repeal and new rule filed March 16, 1992; effective June 29, 1992. Repealed and new rule filed August 18 1993; effective December 29, 1993. Amendment filed June 21, 1995; effective October 27, 1995. Amendment filed August 7, 1995; effective December 29, 1995. (For Requirement H, see Chapter 0520-1-9, per Tennessee State Board of Education letter dated April 29, 1999.)

0520-1-3-.10 WAIVERS.

- (1) The Commissioner of Education is authorized to grant waivers to a school which does not comply with these rules and regulations only when requested by action of the local board of education.
- (2) For limitation on the Commissioner's authority to waive rules and regulations, see T.C.A. 49-1-104 and 49-1-203.

Authority: T.C.A. §§49-1-203 and 49-1-302. **Administrative History:** Original rule certified June 10, 1974. Amendment filed January 9, 1979; effective February 23, 1979. Amendment filed October 15, 1979; effective January 8, 1980. Amendment filed November 13, 1981; effective March 16, 1982. Amendment filed April 13, 1982; effective May 28, 1982. Amendment filed April 12, 1983; effective May 12, 1983. Amendment filed May 7, 1985; effective June 6, 1985. Amendment filed May 28, 1986; effective June 27, 1986. Amendment filed August 26, 1986; effective November 29, 1986. Amendment filed December 30, 1986; effective March 31, 1987. Amendment filed May 21, 1987; effective August 29, 1989. Amendment filed April 18, 1988; effective July 27, 1988. Amendment filed January 23, 1989; effective March 9, 1989. Amendment filed November 16, 1989; effective February 28, 1990. Repeal and new rule filed March 16, 1992; effective June 29, 1992.

0520-1-3-.11 THROUGH 0520-1-3-.13 REPEALED.

Authority: T.C.A. §§49-1-103 and 49-1-302. **Administrative History:** (For history prior to June, 1992, see pages iii-ix). Repeal filed March 16, 1992; effective June 29, 1992.